

**EFFECTIVE**

October 1, 2012.

**Subject**

1. Cash work requirements.
  - Required hours change for FIP.
  - Family Automated Screening Tool (FAST) and Family Self-Sufficiency Plan (FSSP) requirement for RAPC applicants and recipients no longer applies.
  - RAPC Noncompliance Definition.
2. School attendance.
3. FAP.
4. Miscellaneous

**1) Cash Work Requirements****Required Hours Change for FIP****BEM 228****FIP only**

A FIP household containing two parents, where one parent is a recipient of SSI and the other parent is a FIP group member/WEI, regardless of the age of the youngest child in the group, has a 30 hour requirement.

*Reason:* Clarification of federal regulations.

*Communication Plan:* What's New.

**FAST/FSSP requirement for Rapc No longer applies****BEM 228****RAPC only**

Applicants and recipients of the Refugee Assistance Program Cash (RAPC) are not required to complete the FAST or FSSP issued

from Bridges. These individuals complete a Refugee Family Self-Sufficiency Plan (RFSSP) with the Refugee Contractor (RC).

*Reason:* Change in Office of Refugee Services (ORS) State Plan.

*Communication Plan:* What's New.

**RAPC  
Noncompliance  
definition**

**BEM 233C**

**RAPC Only**

Noncompliance of applicants, recipients, or member adds includes any of the following, without good cause:

- Failing or refusing to:
  - Comply with activities assigned to the Mandatory Participant (MP) on the RFSSP created with the RC.
  - Accept a job referral and/or offer of employment.
  - Register/participate with the refugee employment program provider for employment services.
  - Participate in any arranged job interview or scheduled appointment.
  - Participate in any employability service program which provides job or language training, which is determined to be available and appropriate for the individual.
  - Participate in a social service or targeted assistance program.
  - Participate in any targeted assistance program as available in the area in which the refugee resides.
- Stating orally or in writing a definite intent not to comply with program requirements.
- Threats, physical abuse or other behavior disruptive toward anyone conducting or participating in an employment and/or self-sufficiency-related activity.

- Refusing employment support services if the refusal prevents participation in an employment and/or self-sufficiency-related activity.

*Reason:* Change in Office of Refugee Services (ORS) State Plan.

*Communication Plan:* What's New.

**Automation of the  
DHS-2444, Notice  
of noncompliance**

**BEM 233A**

**FIP Only**

- On the night that the one-stop service center case manager places the participant into triage activity, OSMIS will interface to Bridges a noncooperation notice. Bridges will generate a triage appointment at the local office as well as generating the DHS-2444, which is sent to the participant. The following information will be populated on the DHS-2444:
- The name of the noncompliant individual.
- The date of the noncompliance.
- The dates, if addressing more than one incidence of noncompliance.
- The reason the client was noncompliant.
- The penalty that may be imposed.
- The triage appointment.

Determine good cause during triage and prior to the negative action effective date. Good cause must be verified and provided prior to the end of the negative action period. Good cause must be considered even if the participant does not attend the triage. Good cause may be verified based on information already on file with DHS or the work participation program. Good cause determination must be documented on the Sanction Detail Screen within 24 hours of determination.

**Note:** For manually entered noncooperations, the DHS-2444 will be generated upon running EDBC.

**BEM 233B****FAP only**

The DHS-2444 for FAP noncompliance will be automated.

For FAP noncompliance policy, please see BEM 233B.

**BEM 233C****RAPC only**

Noncooperations for participants of RAPC are to be entered manually by the worker. Once the noncooperation information is entered on Bridges and eligibility is run, the DHS-2444 will be automated and sent to the client. Contact the RC case manager to inform them of the triage appointment.

For RAPC noncompliance policy, see BEM 233C.

*Reason:* Policy clarification.

*Communication Plan:* What's New, Job Aid.

**2) School  
attendance****BEM 201, 240 and 245**

Policy from Bridges Interim Policy Bulletin 2012-015 released September 21 has been added into the policy items.

**BEM 245****FIP Only**

A referral must be made to the local Intermediate School District's Attendance Officer if it is verified a dependent child age 6 to 17 is not enrolled/attending a public school or is not participating in an organized education program. Document in Case Comments in Bridges that a referral to the Attendance Officer has been made.

A referral may be made to child protective services if it is verified a dependent child age 6 to 17 is not enrolled/attending a public school or is not participating in an organized education program and the case worker suspects other forms of child abuse and neglect.

**3) FAP****BEM 554****FAP only**

Medical marijuana is not an allowable expense on FAP budgets.

*Reason:* Food and Nutrition Services clarification.

*Communication Plan:* e-Blast

**4) Miscellaneous****BAM 203**

Examples added to Drug-Related Felonies, second offense.

**BAM 430**

Updated Office of Program Policy to Division of Family Program Policy

**BAM 402****MA Only Mandatory Health Plan Enrollment**

MA beneficiaries who have full MA benefits and are also eligible for CSHCS are moving from an excluded population to a mandatory population for purposes of Medicaid Health Plan enrollment.

*Reason:* Information for specialists as there has been a change in enrollment policy.

**BAM 600; BEM 401 & 402**

Updated Office of Legal Services name and address.

**BEM 500**

Income reductions due to overpayments changed to match Bridges functionality.

**BEM 518**

Income deductions changed to match Bridges functionality.

**MANUAL  
MAINTENANCE  
INSTRUCTIONS****Changed Items (content changes) ...**

**BAM 402  
BAM 430  
BAM 600  
BEM 201  
BEM 203  
BEM 228  
BEM 233A  
BEM 233B  
BEM 233C  
BEM 240  
BEM 245  
BEM 401  
BEM 402  
BEM 500  
BEM 518  
BEM 554**